

SUBSTITUTE TEACHERS

The Brunswick School Board shall establish a rate of compensation for substitute teachers employed by the Brunswick School Department, consistent with the provisions of Maine Law.

A. Application:

1. A minimum of two years of college, or equivalent experience, as determined by the superintendent or designee, is required to serve as a substitute teacher in the Brunswick School Department.
2. Each substitute must apply by completing the application for substitute teaching available in the Office of the Superintendent of Schools.
3. All information requested on the application must be provided.

B. Approved Substitute List:

1. A list of all approved substitutes will be maintained by the Superintendent's office and will be issued to all Principals prior to the opening of school each school year.

C. Orientation/In-Service for Substitutes:

1. It is the responsibility of each Principal to see that substitutes are oriented to their buildings. They will work with the Assistant Superintendent and the Director of Special Education to develop desirable common orientation/in-service activities.

D. Monitoring of Substitute Performance:

1. Each principal shall establish a method for obtaining information/feedback on the effectiveness of substitutes employed in that building.
2. Should the Principal conclude that a substitute is unsuitable for use in his/her building, that information will be sent to the attention of the Superintendent of Schools as soon as possible.

E. When a teacher is going to be absent for an extended period of time, a long-term substitute should be employed to provide consistency. The criteria used to select a long-term substitute should be the same as used to select a regular teacher. Unless the long-term substitute is certified to teach at the level assigned, the substitute may serve no more than sixty (60) days in that position in any school year.

Statutory Reference: 20-A Section 13402

Adopted: 8/14/96

Revised: 5/10/17